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DD/S&T# 3201-68

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[Signature]
16 August 1968

MEMORANDUM FOR: Chief, Intelligence Liaison Support Staff,
Science and Technology

SUBJECT : Agency Regulations: Statement of DDS&T
Mission and Functions (HR [REDACTED])

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REFERENCE : a. Memorandum from Chief, ILSS/DDS&T
to EO/OCS dtd 8 Aug 68, same subject
b. Memorandum from D/OCS to EO/DDS&T
dtd 14 Mar 67, same subject

Forwarded herewith is an updated draft of the OCS mission
and function statement and organization chart which was submitted
some time ago with reference b.

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[REDACTED]

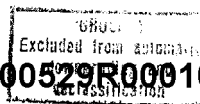
Executive Assistant, OCS

Attachments: a/s

cc/Admin/OCS

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HR [REDACTED] Draft of Mission & Function Statement for OCS

b. OFFICE OF COMPUTER SERVICES

(1) **MISSION.** The Director of Computer Services is responsible for developing and operating a computer services organization to satisfy Automatic Data Processing (ADP) requirements from any component of the Agency for systems analysis or programming assistance and operation of computer equipment, and to provide advice, technical information or other ADP information to various Agency components.

(2) **FUNCTIONS.** The Director of Computer Services shall:

(a) Conduct or assist in feasibility studies and the design of appropriate ADP Systems in response to requests from Agency components.

(b) Serve as Information Processing Coordinator for the Directorate of Science and Technology, providing a focal point for feasibility studies and ADP System design and representing the Directorate in ADP matters of concern to the Office of Planning, Programming and Budgeting.

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(c) Prepare and/or acquire such computer software and programs as are required in the computer systems designed and/or operated by OCS.

(d) Equip and operate a computer center to perform the full range of ADP services, including remote terminal equipment required by user components.

(e) Maintain a staff of qualified technical personnel who can consult with and assist other Agency components in matters related to ADP.

(f) Collaborate with the Office of Security, the Office of Communications, other Agency components and members of the Intelligence Community in developing and effecting appropriate security measures for ADP.

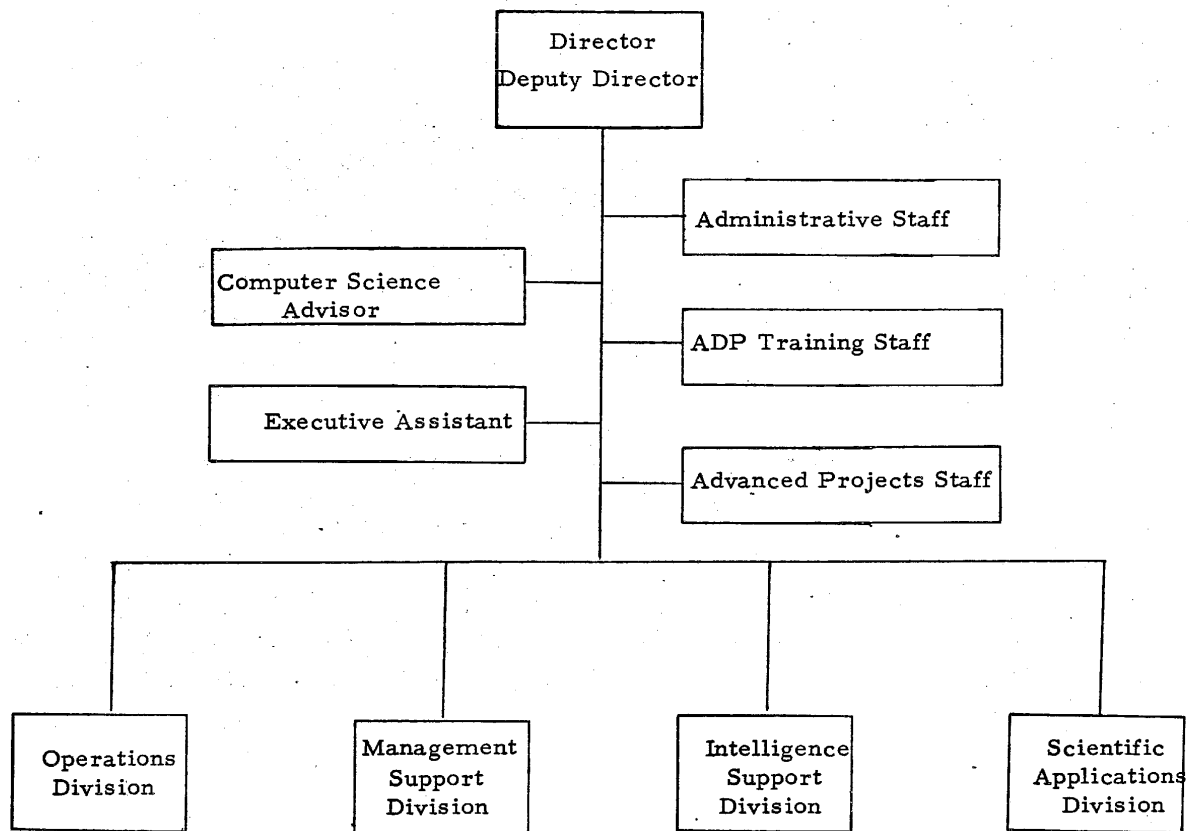
(g) Develop and conduct ADP training programs to meet Agency-wide requirements.

(3) ORGANIZATION. See organization chart, figure 4.

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OFFICE OF COMPUTER SERVICES



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GROUP 1
Excluded from automatic
downgrading and
declassification